

~~SECRET~~
CONFIDENTIAL

12 April 1957

Chief, SE
Attn : Chief, SE Logistics

Acting Chief, Real Estate & Construction

Proposed Elimination of Real Estate Forms and Records

Ref. : Your Memorandum dated 4 April 1957, Same Subject

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1. In response to your request in Paragraph 3 of reference for comments on the [REDACTED] recommendations for elimination or simplification of specified real estate records, the following comments are submitted:

(1) (a) The Station's recommendation providing for the elimination of foreign real property reports on all real properties, except on those purchased, is not favorably considered at this time because:

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1. the reports are the primary source of the Agency's accountability and historical real property records which are provided for in [REDACTED] and
 2. the reports constitute the basis of consolidated reports required periodically by various headquarters components and by U. S. Government organizations external to the Agency, and
 3. the reports are exceptionally convenient references for utilization when questions arise concerning a particular property, e.g., the characteristics of a particular warehouse. (This is so because of the abbreviated form of the report which contains all essential data concerning a particular property on one side of one paper.), and
 4. the recommendation appears not to recognize the overriding importance of assigned and leased properties which, both in value and number, constitute Agency assets many times more valuable (from the standpoint of both operational and monetary values) than purchased real properties (to date).
- OK
SR

SUBJECT: Proposed Elimination of Real Estate Forms and Records

(b) With reference to the Station's recommendation concerning the records required for all Government quarters leased in the name of the occupant, it is assumed, in the comments below, that (1) the "agreement of responsibilities" mentioned in reference refers to the one indicated in Paragraph 5 b (3), [REDACTED] (which should be combined with the agreement indicated in Paragraph 4 b (2), [REDACTED] and (2) the "true-name deed of trust" refers to the declaration of trust indicated in Paragraph 4 b (2), [REDACTED]. In view of the comments above concerning the headquarters requirement for a Form No. 360 on each property transaction, it is felt that a copy of that form must be retained by the Station (so that it may be referred to in the event that correspondence with headquarters regarding a particular property becomes necessary). A copy of the lease should also be retained, as the Station has indicated. In regard to the other two "basic" documents, i.e., the agreement and declaration of trust, the Station might be interested to know that a proposal to eliminate both of these records is now being considered by headquarters. Until such matter is resolved, however, the current record requirements must be maintained.

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2. It is hoped that the above comments will be of value to you in replying to the [REDACTED] dispatch concerning the points raised therein.

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Distribution:

Orig. & 1 - Addressee

1 - [REDACTED]

21 - Official File

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OL/RECD: [REDACTED] (12 Apr 57)

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